


# VACANCY NOTICE

CS-376  
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Sr. Janitor</u> CLASSIFICATION CODE: <u>02162300</u></p> <p>SALARY RANGE: <u>\$32335-\$34944 PG.312A</u> REFERENCE POSITION NO.: <u>**1072-10000-2597</u></p> <p>Department or Agency Name <u>BHDDH</u> APPLICATION PERIOD: <u>02/14/12 TO 2/20/12</u></p> <p>Division/Section/Unit <u>Hospital &amp; Comm Rehab Svs.</u> GRACE PERIOD ENDS <u>2/23/2012 4:00 p.m.</u></p> <p>Assignment(s) / Comments <u>7:00 AM TO 3:30 PM - DAYS OFF MONDAY AND TUESDAY- ALL ELEANOR SLATER BUILDINGS</u></p> <p>Shift and Days: <u>1ST SHIFT</u> Job Location: <u>ESH/CRANSTON CAMPUS</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>LOCAL 1350 COUNCIL 94</u></p> <p>There is* _____ is not <u>x</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b></p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Form. Number to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of employer you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul> <p><b>*** In certain agencies, bargaining units, applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To be responsible for the cleaning, custodial work and maintenance in a moderate-size public building, and to supervise, when necessary a group of employees engaged in such work; or to assist in supervising the work of a group of subordinates engaged in cleaning, custody, and routine maintenance of a large public building; and to do related work as required.</p>
Minimum Education & Experience	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request)</p> <p><b>Education:</b> Such as may have been gained through: completion of eight school grades; and <b>Experience:</b> Such as may have been gained through: employment involving general cleaning and custodial work. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>Special Requirement:</b> At the time of appointment must be physically qualified to perform assigned duties as evidenced by physician's certificate.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>GAIL M. KRIKORIAN 55 HOWARD AVE. BENJAMIN RUSH BLDG. 2ND FLOOR CRANSTON, RI 02920</p> <p>TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER